



Plaquemines Parish School Board

WOODLAND CENTRAL OFFICE
1484 Woodland Highway Belle Chasse, Louisiana 70037
Phone (504) 595-6400
FAX (504) 398-9990
www.ppsb.org



DENIS ROUSSELLE
Superintendent

Student Absence Guardian Verification Form (Parent's Note)

_____ School – Plaquemines Parish School District
(print name of school)

_____ was absent from – late to – school on
(print name of child)

_____ for the following reason. (Place an X in one)
(date/s)

- | | |
|-------------------------|---------------------------------------|
| _____ temporary illness | _____ family illness |
| _____ family emergency | _____ other (write explanation below) |

Describe/Explain Situation: _____

Guardian Signature

Guardian Contact Number

Date

By providing the school staff with a valid and excusable explanation, the school staff will convert an unexcused absence into a non-exempted, excused absence. This is an absence that is incurred due to personal illness or serious illness in the family and is documented by an acceptable excuse, including a parent note and is not determined to be a ***habitual attendance problem***. This type of absence is not considered when reporting for truancy; however, this type of absence is an absence & is counted in the set days a student can miss when determining a student's ability to receive credit for a course or successful completion of a school year. ******As set by the PPSB Pupil Progression Plan***, students have 5 days beginning on the date of their return to present valid documentation*** including the return of this note to be eligible to convert an unexcused absence into a non-exempted, excused absence. Only a doctor's note will convert an unexcused absence into an exempted, excused absence. ***After five days from the date of return, documentation will not be accepted and the absence is categorized as unexcused.*** ****** It is solely the responsibility of the legal guardian and the student to present documentation to the designated school authority at the school of registration.******

Laure Rousselle, Ed.D., M.Ed, MSW, LCSW
Supervisor of Child Welfare and Attendance
Plaquemines Parish School Board, WCO